

DEPARTMENT OF WORKFORCE DEVELOPMENT
DIVISION OF WORKFORCE SOLUTIONS
ADMINISTRATOR'S MEMO SERIES

ACTION 01-23

ISSUE DATE: 11/28/2001
DISPOSAL DATE: 12/31/2002

RE: CHILD CARE SUBSIDY
PROGRAM MONITORING

To: County Department of Human Services Directors
County Social Services Department Directors

From: Eric Baker /s/
Division Administrator
Division of Workforce Solutions

The purpose of this memo is to set forth monitoring plan requirements for local child care administrative agencies. Local monitoring plans are due to Division of Workforce Solutions (DWS) regional offices by **March 31, 2002**.

Background

The Department of Workforce Development has separated the child care program from the Income Maintenance contracts effective calendar year 2002. Therefore, counties and participating tribes will be entering into a contract with the department for the local administration of the child care program, which includes the Wisconsin Shares child care subsidy program and the responsibilities associated with certification of family day care providers.

Child care subsidy expenditures have been experiencing an increase since the program was created in 1997. Annual child care subsidy state budget levels have risen from \$155 million in SFY 1997-98 to \$305 million in SFY 2002-03 in the current biennial budget. The Division of Workforce Solutions is committed to working with local agencies in maintaining a high level of program integrity throughout the subsidy program. Therefore, a key element of the contract will be the increased monitoring of the Wisconsin Shares program. The department has included language in the contract under which local agencies engage in certain activities geared toward the goal of ensuring that federal and state funds are being spent appropriately and according to law and state policies. The key contract language section on child care subsidy program monitoring is as follows:

4.3.1.1 Monitoring. Meet monitoring standards for case processing, prevention of overpayment, and child care certification as set forth in Division's Administrator's Memos, Operations Memos, and the Child Day Care Manual.

The monitoring plan requirement set forth in this memo is intended to ensure careful oversight of the child care subsidy program through a mechanism that provides flexibility for local agencies in how to best implement a plan.

Action Statement:

1. Local child care administrative agencies are required to complete and submit to the Division of Workforce Solutions (DWS), regional offices, a completed monitoring plan by **March 31, 2002**. The plan allows local agencies the flexibility to identify the specific monitoring approach they believe will work best in their area. The plan form is attached.
2. Local child care administrative agencies are required to cooperate with DWS regional staff in reporting the results of their efforts, including investigation of specific cases identified by DWS as potential fraud or overpayment cases.

A forthcoming Operations memo will provide more detailed information about EOS reports available to assist local agencies with monitoring efforts.

REGIONAL OFFICE CONTACT: Area Administrators

CENTRAL OFFICE CONTACT: Dave Edie
Economic Support Supervisor
Office of Child Care
608-266-6946

Attachment